



## CITY OF ATLANTA

### Office of Parks

City Hall East, 8th Floor  
675 Ponce de Leon Avenue NE  
Atlanta, Georgia 30308  
(404) 817-6757 Fax (404) 817-7932  
[www.atlantaga.gov](http://www.atlantaga.gov)

## 2007 PAVILION RENTAL APPLICATION

1. Today's Date: \_\_\_\_\_
2. Name of Park: \_\_\_\_\_
3. Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_
4. Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ # of People Expected: \_\_\_\_\_
5. Name of Organization or Group: \_\_\_\_\_
6. Contact Person: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_
7. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. E-mail address: \_\_\_\_\_
9. Alternate Contact: \_\_\_\_\_ Telephone (    ) \_\_\_\_\_
10. City Resident:    Yes \_\_\_\_\_    No \_\_\_\_\_

The applicant must present a driver's license, voter registration card or utility bill in the applicant's name. The Reservationist shall make a photocopy and attach it to the application. The City reserves the right to verify the information presented, and if the information is incorrect, the City reserves the right to cancel the reservation. Please be aware that it is unlawful for a nonresident individual or organization to fraudulently apply for use of DPRCA facilities in the name of a City of Atlanta resident or through the use of a City of Atlanta address. Violators may be subject to prosecution in accord with the code ordinances section 106 - 90 and subsequent sections.

11. Is electrical power needed?    Yes \_\_\_\_\_    No \_\_\_\_\_
12. Will there be any cooking at the event?    Yes \_\_\_\_\_    No \_\_\_\_\_  
If yes, what will be the fuel source? \_\_\_\_\_
13. Will there be any LP gas, flammable or combustible liquids used at this event?    Yes \_\_\_\_\_    No \_\_\_\_\_  
If yes, give the name, intended use and how much will be stored on the site:  
\_\_\_\_\_  
\_\_\_\_\_

14. How would you handle a medical emergency during the event? \_\_\_\_\_  
\_\_\_\_\_

15. Will portable toilets be used? If yes, this application must be submitted at least 30 days prior to your proposed event.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_

16. Portable toilet company name: \_\_\_\_\_

17. Telephone: \_\_\_\_\_ Contact name: \_\_\_\_\_

18. When will the toilets be delivered? \_\_\_\_\_

19. When will the toilets be picked up? \_\_\_\_\_

20. Where in the park will the toilets be placed? (Please indicate on site plan as well.)

*Portable toilets must be on a **paved** level surface never on grass. If portable toilets are left overnight we request that they be zip tied to prevent unauthorized use after the event. All portable toilets must be removed from the park within 24 hours of the conclusion of the Large Gathering.*

21. The permit applicant must obtain approval from the Park District Maintenance Supervisor to have portable toilets in the park. The District Supervisor may approve either via e-mail to the Special Events Coordinator or by signing this application in the presence of the applicant. For the name and contact information of the appropriate District supervisor, please call 404-817-6744 or visit our web site at <http://www.atlantaga.gov> and follow these links: *Departments\ Parks, Recreation and Cultural Affairs\ Office of Parks*. Under Park Information, go to List of Parks Sorted by Maintenance District.

*District Maintenance Supervisor signature (if applicable):*

22. **Piedmont Park, Grant Park, Adams Park and Chastain Park only:** I would like vehicular access to the pavilion and am requesting a Park Attendant for my reservation. I have read and understand the contents of "Helpful Hints for Pavilion Use".

Yes \_\_\_\_\_ No \_\_\_\_\_

### TO ALL APPLICANTS:

**YOU ARE RESPONSIBLE FOR ADHERING TO THE RULES AND REGULATIONS ON PAGES 3 THROUGH 5 OF THIS APPLICATION.**

(OFFICIAL USE ONLY)	
Exempt: Yes _____ No _____ Total: \$ _____	Date Canceled: _____
Sanitation Bond: \$ _____ Date: _____	Amount Refunded: \$ _____
User Fee: \$ _____ Date: _____	

# Rules and Regulations for a 2007 Parks Pavilion Rental

City of Atlanta Department of Parks, Recreation and Cultural Affairs  
Office of Parks

1. Reservations are taken on a first-come, first served basis. All reservations must be made in person. They cannot be made any earlier than 3 months prior to the event, or any later than 14 working days before the event.
2. Reservations are accepted only between the hours of 8:30a.m. and 12:00p.m. Monday - Friday. The Office of Parks Reservations Office is located at City Hall East 8th Floor, 675 Ponce de Leon Avenue, NE, Atlanta, Georgia 30308. For information, telephone (404) 817-6757 after 1:00 p.m. Monday through Friday.
3. Once issued, your permit is not transferable. Review all the conditions of your permit. The pavilions are rented as is. They are maintained on a weekly schedule. No refunds will be issued due to the condition of a shelter. The \$100 sanitation bond will be refunded provided no complaints are received from the District Maintenance Supervisor, and your evaluation form is completed and returned. Refunds will be sent to the address of record or credited to the credit card used in the initial transaction. The reservation entitles the reserving party to the use of the shelter area. However, the agreement does not entitle the reserving party to exclusive or private use of other park areas.
4. Notify the Reservationist immediately of any changes. The Office of Parks may not be able to honor last minute changes or requests.
5. All reservation applicants must present proof of residence at the time reservations are made, in the form of a driver's license, voter registration card or utility bill in the applicant's name. It is unlawful for a nonresident individual or organization to fraudulently apply for use of Department of Parks, Recreation and Cultural Affairs facilities in the name of a City of Atlanta resident or through the use of a City of Atlanta address. Violators may be subject to revocation of the permit and prosecution in accord with the Code of Ordinances Section 106-90 and subsequent sections. The following rates shall apply:

Park	Location	Pavilion Name	Capacity (Standing)	Capacity (Seated)	City of Atlanta Resident Cost	Non-Resident Cost
Adams	SW	Master Grill	100	50	\$150	\$200
Anderson	NW	Pavilion	100	Varies	\$50	\$150
Bessie Branham	SE	Urban Treehouse	Varies	Varies	\$50	\$150
Brownwood	SE	Main Pavilion	100	Varies	\$50	\$150
Candler	NE	Pavilion # 1 or 2	30	Varies	\$50 each	\$75 each
Chastain * (Master Grill unavailable 2007)	NW	Master-Grill*	60	40	\$150	\$200
		4-Way Grill	50	40	\$150	\$200
Coan	SE	Pavilion	200	75	\$200	\$300
East Lake	SE	Gazebo #1, 2 or 3	50 each	30 each	\$100 each	\$150 each
Grant	SE	Pavilion # 1 or 2	300 each	74	\$300 each	\$400 each
		Gazebo	30	20	\$100	\$150
Howell	SW	Gazebo	15	10	\$75	\$100
Maddox	NW	Main Pavilion	125	Varies	\$50	\$75
Mozley	NW	Main Pavilion	100	Varies	\$150	\$200
Oakland City	SW	Main Pavilion	100	Varies	\$100	\$150
Perkerson	SW	Main Pavilion	100	Varies	\$100	\$150
Piedmont (*Wedding only)	NE	Main Pavilion	160	64	\$200	\$300
		Double Decker	30	25	\$100	\$150
		Gazebo*	10	5	\$75	\$150
Pittman	SE	Pavilion	30	Varies	\$75	\$100
Rosa L. Burney	SE	Gazebo	40	Varies	\$50	\$75
South Bend	SE	Main Pavilion	150	Varies	\$150	\$250
Stone Hogan	SW	Gazebo # 1 or 2	40 each	Varies	\$50 each	\$75
Washington	NW	Main Pavilion	125	Varies	\$150	\$200
Woodruff	NE	Gazebo	20	10	\$100	\$150

In addition to the fees listed, all reserving parties will be charged a \$100.00 refundable sanitation bond.

### Rules and Regulations for a 2007 Parks Pavilion Rental (continued)

6. Payments may be made to the Reservationist via major credit card, cashier's check, company check, personal check or money order, made payable to the City of Atlanta Office of Parks. No cash will be accepted.
7. All cancellations must be made through the Reservationist no less than fifteen working days prior to the scheduled event in order to get a refund. Confirmation Permits (actual permit) must be returned to the Reservationist before cancellations can be made. Please allow 6 to 8 weeks for processing of any refund.
8. No refund will be issued due to shelter cleanliness, inclement weather or failure on the part of the pavilion user to use the shelter on the date reserved.
9. No moonwalks, dunk tanks, or any equipment that calls for independent power.
10. All games and activities that could damage the lawns are restricted.
11. All pets must be on leash in a City park. Persons with pets must clean up after the pet. No pets are allowed during A, B, or C festivals. No horses or ponies are allowed in any park at any time.
12. No glass containers are allowed in the park.
13. No amplified music is allowed in the park (except by special permit).
14. No selling of food or other items is allowed; no alcoholic beverages are allowed (except by special permit).
15. For events scheduled for more than 3 hours in parks without operable restrooms, the pavilion user or designee shall provide one portable toilet per 100 people expected. The user is responsible for contacting a company for the delivery and pick up of the toilets. The reserving party shall contact the District Maintenance Supervisor of the park for a designated location for the toilets. Toilets are required to be removed 24 hours following the event.

#### OUTDOOR RESTROOMS ARE AVAILABLE AT THE FOLLOWING PARKS:

Grant *	Key required
Perkerson *	Key required
Piedmont	No key required

#### NO OUTDOOR RESTROOMS ARE AVAILABLE AT THE FOLLOWING PARKS:

Adams	Mozley
Anderson	Oakland City
Candler	Pittman
Chastain **	Rosa L. Burney
Coan	South Bend
Howell	Stone Hogan
Maddox	Washington

\* A key for the restrooms will be available from the Reservationist 2-3 business days prior to the event. There is a \$20.00 refundable deposit for restroom keys.

\*\* A gate key is required for the Chastain Park Master Grill. The key will be available from the Reservationist 2-3 business days prior to the event. There is a \$20.00 refundable deposit for this key. **Note: Master Grill is currently unavailable due to storm damage.**

16. No tents or canopies are allowed.
17. The renter is responsible for all clean up, including removal of all trash, decorations, and other items brought into the park. The Office of Parks is not responsible for setting up or taking down rental equipment, nor is the Office of Parks responsible for any rental equipment delivered to the site.
18. Absolutely no illegal substances are allowed on City property.

**Rules and Regulations for a 2007 Parks Pavilion Rental (continued)**

19. The renter hereby agrees to hold the Department of Parks and Recreation harmless for any and all liability and loss that the renter, or a guest, may suffer or incur through the use of the pavilion.
20. All rules and regulations governing use of the park must be obeyed. Failure to comply may result in permit revocation.
21. A request for reservations may be denied for cause, including, but not limited to, the following:
  - a. Failure to abide by DPRCA rules and regulations on a previous occasion
  - b. Issuance by the renter to the City of Atlanta of a check for insufficient funds
  - c. If the rental is deemed not to be in the best interest of the City Atlanta
22. A reservation permit may be revoked or terminated if:
  - a. Information submitted on the permit application is discovered to be false
  - b. The Commissioner, Department of Parks, Recreation and Cultural Affairs deems it to be in the best interest of the City of Atlanta
  - c. The renter violates a policy, rule or regulation as set forth in the permitting process
  - d. The renter transfers or attempts to transfer the privileges contained in the permit to another party
23. The Pavilion Rental Permit holder (host) or his/her designee must be present on site with the Pavilion Rental Permit in his/her possession during the entire rental period, including set-up and break-down. The host must also provide the Special Events Manager or her/his designee with his/her contact phone number or location of the person carrying the Pavilion Rental Permit so that the Special Events Manager may contact the permit holder at any time during the rental period.

**I have received a copy of the rules and regulations that govern the use of City of Atlanta park pavilions. I understand that failure to abide by the same could result in denial of a future reservation. My signature below signifies my pledge to adhere to these rules and regulations.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **Helpful Hints for Pavilion Use**

City of Atlanta Department of Parks, Recreation and Cultural Affairs  
Office of Parks

## ***Rights and Privileges***

Groups with reservation permits may enjoy the use of the site for the entire day. Individuals or groups without permits must relinquish the area when proof of a valid permit is presented. If no permit or proof of a permit is presented, all pavilions are available on a first come, first served basis. If unauthorized or uncooperative individuals will not relinquish a permitted picnic site, you have the right to call the City of Atlanta Police Department (911) for assistance.

## ***Your Responsibilities***

Please keep your picnic permit with you on site during your picnic. Without your permit on hand the reservation cannot be honored or enforced.

## ***Site Features and Support***

Most pavilions have water, electricity and trash cans. We will do all we can to ensure that these services are available. We suggest you survey your site at least one week before your event and report to us any deficiencies or concerns. Restrooms, water, lights or electrical power may not be available at the time of your event due to unreported vandalism or facility damage. If you encounter any problems please call the Reservationist at 404.817.6757.

There are outdoor restrooms at Grant, Piedmont, Perkerson and Washington Parks. Keys for restrooms must be picked up 2-3 days before your event. There is a \$20.00 deposit for keys. For parks with no outdoor restrooms, the pavilion user or their designee must provide one portable toilet per 100 people expected. (Refer to rule 15 of the pavilion reservation application for more information about portable toilets).

## ***Vehicle Access for Adams, Chastain, Grant and Piedmont Park***

Use of vehicles within Piedmont Park, Grant Park, Adams Park and Chastain Park is restricted, and the pavilion permit we issue does not authorize vehicular access to your pavilion. Since, for security reasons and to help prevent abuse of park property, we no longer issue gate keys, we are pleased to announce a new service; Park users with a valid Pavilion Permit who request vehicular access to a restricted area for the purpose of loading and unloading for their permitted event, will be required to hire a Park Attendant. (Code Section 110-3(e)1).

A Park Attendant will provide the following services: opening park gates as necessary, assisting with parking control within the park, authenticating park permits, ensuring that the permit holder is present at the reserved site, and guiding users to the proper location. Rather than utilizing a Park Attendant, the reserving party may choose to hand carry items and supplies to the reserved site from the parking lot.

Please indicate on your pavilion application if you are requesting vehicular access and wish to have a Park Attendant for your event. The cost for an attendant is \$10.50 per hour, payable to the Park Reservationist no later than 14 days prior to your reservation. Please note that a maximum of two vehicles will be permitted per pavilion reservation,

and vehicles may be in the restricted area only long enough to complete loading or unloading. Violators will be ticketed and may be towed, and permit holders may be held liable for any damage to the park caused by vehicles.

***Portable Toilets***

For events lasting more than 3 hours in parks without operable restrooms, the permit holder must provide one portable toilet per 100 people expected. For details, see items 15 through 21 on the Pavilion Rental Application.

Revised 3/23/07